

M e m o r a n d u m

Date: December 17, 2009

To: Sonora Area

Attention: Lieutenant M. S. Samra

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.13842.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on September 21, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 323 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 55 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	132	40.87%	21.25	22
Telecommunications	113	34.98%	18.19	19
Fleet	15	4.64%	2.41	3
Weapons	63	19.50%	10.14	11
Total	323			55

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 51 of the 55 items were located. Two items not present for inspection were the result of officers transferring to new Areas. One item was transferred, and reflected on the appropriate CHP 57 form (attached). Additionally, one item was at a service vendor receiving repairs as reflected on a vendor's receipt (attached). Lastly, three of the 51 located

Safety, Service, and Security

Sonora Area
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items were found to need a replacement decal. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 12 of the 12 items reconciled.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by March 17, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Central Division
Fiscal Management Section
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT A

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Laptop computer	145764					X	On 6/11/2009 the laptop computer was sent to Sierraone Consulting for repairs (see attached receipt)
Hand-Held Radio	R62340				X		The officer, ID #11321, transferred to Headquarters
Hand-Held Radio	R66108			X			Missing decal
Hand-Held Radio	R66116			X			Decal is damaged and not legible
Hand-Held Radio	R66118				X		The officer, ID #14319, transferred to Border Division
Hand-Held Radio	R68637			X			Decal is damaged
Control Head-Mobile	R77163				X		The unit was in patrol vehicle 1239797 and was transferred to Fleet Operations (074) on 09/11/2009 (see attached CHP 57)

ATTACHMENT B

CALIFORNIA H. MAY PATROL
2009 ICU PROPERTY INSPECTION INSPECTION REPORT
SONORA AREA - 425

ATTACH. JT B

Asset #	Description	Serial #	Y	N	A	T	C	Other/Comments
Property inspection list to equipment								
1	110657	RADAR TRAFFIC MOUNTED	X					
2	133524	DIGITAL ELECTRONIC SCALE	X					
3	142170	DIGITAL CAMERA 4 MEGA PIXEL	X					
4	143953	PRINTER, COLOR	X					
5	144869	TELEVISION 42"	X					
6	145762	LAPTOP	X					
7	145764	LAPTOP		X				Laptop sent out for repairs, see attached receipt
8	145766	LAPTOP	X					
9	145767	LAPTOP	X					
10	147441	LAPTOP	X					
11	147857	LAPTOP	X					
12	148309	LAPTOP	X					
13	149430	COMPUTER	X					
14	149434	COMPUTER	X					
15	149552	COMPUTER	X					
16	151844	COMPUTER	X					
17	153266	BREATH ANALYZER SYSTEM PAS DEVICE	X					
18	153268	BREATH ANALYZER SYSTEM PAS DEVICE	X					
19	159638	LIDAR SPEED ENFORCEMENT SYSTEM	X					
20	160889	PRINTER	X					
21	163171	BINOCULAR - GOGGLE, NIGHT OPTICS	X					
22	80791	YARD/LAWN VACUUM	X					
Equipment to inventory list								
1	121870	PRINTER	X					
2	143951	PRINTER, COLOR	X					
3	148648	COMPUTER	X					
4	149553	COMPUTER	X					
5	150703	COPIER/PRINTER DIGITAL MULTI-FUNCTIONAL	X					

LEGEND:

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) TRANSFER (C) = CORRECTED

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
SONORA AREA - 425

ATTACHED

Asset #	Equipment Type	Lic/Veh #	Lic/Veh #	Serial #	Y	N	A	T	C	Other/Comments
Property inspection list to equipment										
1	F2808	Transfer Switch			X					
2	R100516	Cellular Telephone		K76469	X					
3	R311901	Telephone System		07605456752	X					
4	R45086	Mobile Repeater			X					
5	R46329	Mobile Repeater	1288972	7625477	X					
6	R62340	Hand-Held Radio	1270756		X					
7	R65273	Hand-Held Radio	11321	AREI-09				X		Officer transferred to Headquarters
8	R66081	Hand-Held Radio	13869	402AWY6715	X					
9	R66108	Hand-Held Radio	14725	402AWY9647	X					
10	R66116	Hand-Held Radio	12345	402AWY9302	X					Missing decal
11	R66118	Hand-Held Radio	12189	402AWY9286	X					Decal damaged, not legible
12	R68637	Hand-Held Radio	14319	402AWY9279				X		Officer transferred to Border Div.
13	R69392	Hand-Held Radio	14737	MM 08-095	X					Decal is damaged
14	R77163	Hand-Held Radio	17058	402AXE7825	X					
15	R80326	Control Head - Mobile	1239797					X		Vehicle transferred, CHP57 attached
16	R89641	Control Head - Mobile	1270711		X					
17	R96166	Public Address Amplifier		03381516	X					
18	R97341	UPS		JB0511010387	X					
19	R99598	Control Head - Mobile	1239657		X					
		Citizen Band Radio	C2891F	1223765	X					
Equipment to inventory list										
1	R71003	BATTERY CHARGER-RADIO			X					
2	R71006	BATTERY CHARGER-RADIO			X					
3	R71010	BATTERY CHARGER-RADIO			X					
4	R90118	SCANNER		316Z44000422	X					

LEGEND:

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) TRANSFER (C) = CORRECTED

ATTACHMENT D

CALIFORNIA HIGHWAY PATROL
2009 FLEET INSPECTION
SONORA AREA - 425

ATTACHED

Equipment ID	License Number	Manufacturer	Model	Y	N	A	T	C	Other/Comments
Property inspection list to equipment									
1	1270675	Ford	CRNVIC	X					
2	1288972	Ford	CRNVIC	X					
3	3QDY898	Ford	CRNVIC	X					
Equipment to inventory list									
1	1270427	Ford	CRNVIC	X					
2	1270690	Ford	CRNVIC	X					
3	1270756	Ford	CRNVIC	X					

LEGEND:

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT E

CALIFORNIA HIGHWAY PATROL
 2009 WEAPONS INSPECTION REPORT
 SONORA AREA - 425

ATTA JENT E

Officer ID #	Model	Last Name	First Name	Serial #	Y	N	A	T	C	Other/Comments
1	Property inspection list to equipment				X					
2					X					
3					X					
4					X					
5					X					
6					X					
7					X					
8					X					
9					X					
10					X					
11					X					

LEGEND:
 (Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) TRANSFER (C) = CORRECTED

ATTACHMENT F

MOTOR VEHICLE ASSIGNMENT AND TRANSFER

CHP 57 (Rev 7-95) OPI 074

DISTRIBUTE:

White — Motor Transport
 Green — Area Projection
 Yellow — Area
 Pink — Telecommunications
 Goldenrod — Data Processing

LICENSE NUMBER(S)

1239797

4. CHP NUMBER 1239797	REPLACES NUMBER 1161015	41. VIN AND FRAME NUMBER 2FAHP71W76X141173	56. CLASS ES
53. YEAR MODEL 2006	54. MAKE FORD	55. BODY TYPE 4 DR SEDAN	57. DATE ACQUIRED 11-21-06

SELLING DEALER ADDRESS

59. ROOF LIGHTS—TYPE VISION	KEY NUMBER	ELECTRONIC SIREN/PA Siren/PA model: Speaker location:	EDP USE ONLY
60. RADIO(S) "R" NUMBER(S) G E. Radio— R53322L Program— Repeater R— 47555L		ADDITIONAL RADIOS CONTROL HUSS 1277163L Scanner R— 59127L	

- ☒ Registration
☒ Credit card(s)
☒ CHP 33
☒ CHP 227
☒ CHP 423
☒ Maintenance record

69. PURCHASE PRICE	70. WARRANTY CONTRACT NUMBER	71. SMOG INSPECTION DUE
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EQUIPMENT	REMARKS	AREA USE ONLY
<input type="checkbox"/> Jetsonic (A) <input checked="" type="checkbox"/> Vision <input type="checkbox"/> Aerodynamic (C) <input type="checkbox"/> Rear deck lights <input type="checkbox"/> Clear L. Spotlight <input checked="" type="checkbox"/> Scanner <input type="checkbox"/> Barrier <input type="checkbox"/> Backboard clips <input type="checkbox"/> Radar plug <input type="checkbox"/> Rear map light <input type="checkbox"/> Siren snow screen <input type="checkbox"/> Special—see remarks	COPY OF SIGNED 57 Area: 425 Date: 9/11/09	PROJECTION DATE CURRENT MILEAGE (AT PROJECTION) EQUIPMENT CHANGES/COMMENTS

SEE REVERSE FOR VEHICLE CONDITION REPORT

ASSIGNMENT TO		TRANSFER FROM	
63. LOCATION NAME FLEET OPS.	64. LOCATION CODE 074	65. LOCATION NAME SONOMA	66. LOCATION CODE 425
RECEIVED BY (SIGNATURE) Julie Ann Rouffean	67. ODOMETER READING 102,564	DELIVERED BY (SIGNATURE) [Signature]	68. DATE 9/11/09

Use previous editions until depleted.

sierraone
consulting529 W. 20th Street
Merced, CA 95340Ph: (209) 626-4520
Fax: (209) 626-4525
State Reg # 81180**Estimate**

Date	Estimate No.
6/11/2009	227

California Highway Patrol, Sonora
18437 5th Ave.
Jamestown, CA 95327

ICU ITEM #7

		Project	
Description	Qty	Rate	Total
Replace broken right hinge and motherboard on Gateway 255M laptop computer. (CHP# 145764) . (2 hrs labor to replace motherboard; 1/2 hr to replace hinge)	2.5	95.00	237.50
Replacement Motherboard	1	250.80	250.80
Replacement right hinge assembly	1	13.20	13.20
NOTE: This estimate is for a right hinge assembly and motherboard replacement only. There may be other, undiagnosed problems which the motherboard replacement will not fix.			
		Total	\$501.50

Equipment subject to availability at time of ordering. Prices guaranteed for 30 days from date of estimate. If you wish to place an order after that time, we'll be happy to provide you with another estimate.

Management Memorandum

No. 08-086 (Expires: 01/02/2009)

TO: All Concerned

TRANSFERS AND AMENDMENTS #48-08

Effective October 31, 2008, the following Officers, California Highway Patrol (CHP), were administratively transferred and assigned as indicated. Expenses are authorized if a move is consummated under the provisions of Chapter 3 of Highway Patrol Manual (HPM) 11.1, unless otherwise noted.

<u>NAME AND I.D. NUMBER</u>	<u>FROM</u>	<u>TO</u>
Fawson, D.A. #18074* (No expenses)	252 South Sacramento	091 Office of the Academy
[REDACTED] (No expenses)	580 West Valley	026 Governor's Protective Detail Section - North
Martin, B.T. #15560	735 King City	701 Coastal Division
[REDACTED]	125 Humboldt	026 Governor's Protective Detail Section - North
[REDACTED]	720 Santa Cruz	025 Capitol Protection Section
Port, C.M. #9729 (No expenses)	265 Stockton	201 Valley Division
Skinner Jr., T.G. #16640 (No expenses)	801 Inland Division	835 Barstow
Steel, J.A. #15289 (No expenses)	220 Auburn	091 Office of the Academy

Effective December 2, 2008, the following Officers, CHP, are administratively transferred and assigned as indicated. They shall report to their respective commander at 0800 hours on that date. Expenses are authorized if a move is consummated under the provisions of Chapter 3 of HPM 11.1, unless otherwise noted.

<u>NAME AND I.D. NUMBER</u>	<u>FROM</u>	<u>TO</u>
Benton, P.J. #11321	425 Sonora	016 Office of Employee Assistance
Chandler, L.W. #12785* (No expenses)	131 Cottonwood Inspection Facility	062 Commercial Vehicle Section
Dashiell, D.L. #15318	126 Garberville	006 Office of Investigations
Fletcher, S.E. #14492	170 Alturas	065 Field Support Section
Hendrix, J.L. #17774	301 Golden Gate Division, Air Operations Unit as a Flight Officer	201 Valley Division, Air Operations Unit as a Flight Officer
Joller, C.P. #16467 (No expenses)	091 Office of the Academy	012 Office of Special Representative
Richins, L.L. #13630 (No expenses)	135 Redding	101 Northern Division
Swanberg, C.J. #17052 (No expenses)	435 Fresno	401 Central Division
Tommila, R.R. #17540	401 Central Division	126 Garberville, Laytonville Resident Post (One-Year Assignment)
Wakeland, D.C. #13518	140 Susanville	101 Northern Division
Webb, D.D. #14957	091 Office of the Academy	625 El Centro
Zwetsloot, S.A. #15812 (No expenses)	301 Golden Gate Division	360 Santa Rosa

Management Memorandum

No. 09-060


(Expires:)

TO: All Concerned

TRANSFERS AND CANCELLATION #31-09

Effective July 1, 2009, the following Officers, California Highway Patrol (CHP), are administratively transferred and assigned as indicated. No expenses are authorized unless otherwise noted.

<u>NAME AND I.D. NUMBER</u>	<u>FROM</u>	<u>TO</u>
Bettini, J.J. #17445* (Administrative-Expenses are authorized if a move is consummated under the provisions of Chapter 3 of Highway Patrol Manual [HPM] 11.1.)	401 Central Division	250 North Sacramento
Brame, J.R. #16731	002 Office of Assistant Commissioner, Field	250 North Sacramento
Carte, D.L. #15833	201 Valley Division	091 Office of the Academy
Casey, R.D. #12710 (Administrative-Expenses are authorized if a move is consummated under the provisions of Chapter 3 of HPM 11.1.)	347 Nimitz Inspection Facility	006 Office of Investigations
Crouse, D.Z. #15304	801 Inland Division	835 Barstow

<u>NAME AND I.D. NUMBER</u>	<u>FROM</u>	<u>TO</u>
Dore, C.R. #16556 (Administrative-Expenses are authorized if a move is consummated under the provisions of Chapter 3 of HPM 11.1.)	820 Bridgeport, June Lake Resident Post	091 Office of the Academy
	860 San Bernardino	027 Governor's Protective Detail Section - South
Porter, C.D. #16738 (Administrative-Expenses are authorized if a move is consummated under the provisions of Chapter 3 of HPM 11.1.)	525 Baldwin Park	801 Inland Division
Solomon, T.L. #17279	076 Business Services Section	040 Information Management Division
Taylor Jr., R.C. #12260	147 Dunsmuir Grade Inspection Facility	101 Northern Division
Udovich, J.M. #14319 (Administrative-Expenses are authorized if a move is consummated under the provisions of Chapter 3 of HPM 11.1.)	425 Sonora	618 Border Communications Center

Effective July 31, 2009, the following Officers, CHP, are administratively transferred and assigned as indicated. No expenses are authorized unless otherwise noted.

<u>NAME AND I.D. NUMBER</u>	<u>FROM</u>	<u>TO</u>
Bachelor, A.L. #18183 (Administrative-Expenses are authorized if a move is consummated under the provisions of Chapter 3 of HPM 11.1.)	340 San Jose	062 Commercial Vehicle Section